HRIS

HUMAN RESOURCES INFORMATION SOLUTION

# HRIS Job Role Training

## Leave Payout Processing

Forms: XR35.2, TA65.3

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# Introduction

Employees will receive payment for any unused Annual leave, Holiday Annual leave, Old Annual Leave and Comp Time balances when one of the following scenarios occurs:

- The Employee separates from State service, or
- An authorization is received to perform a Comp Time Buy-Down.

Separation Leave payouts should be preceded by a Personnel Action performed by Agency HR.

Leave Payouts will be processed using the Detail Time Entry Form (XR35.2). This form will be used to enter the entire balance of the leave payout for the employee. When leave payouts are entered, this form will update the employee's time accrual balances

## Notes

- **Leave payouts should be entered using the current pay period Friday date so the Performance Pay will be determined by the HRIS system. Please refer to the Performance Pay information on the GAO website for details.**
- Agency Payroll should not enter the Leave Accrual Payout transaction until proper notification is received form the Agency HR Initiator.
- Leave payouts should include the final accrual for the employee, if applicable.
- Employees must be paid for all applicable unused leave balances in a timely manner depending on the type of termination being processed.
- All leave balances will be decreased automatically when the leave payout is processed.
- Depending on the type of leave payout, there are certain special circumstances that must be considered.
    - Termination in HRIS is a two-step process. It begins with the Employee being placed in the "T1 – TERMINATION PENDING" Status, then being moved into "T2 – TERMINATION FINAL" Status by the Agency HR Office. Agency Payroll should always verify that the employee is in the "T1" status.
        - Once the Employee is placed in the "T2" status; no time records can be created, no adjustments can be entered for accrual balances and no manual checks can be created to pay the employee. Therefore, if the employee appears in this status and a leave payout is required, Agency Payroll will have to notify Agency HR to move the employee back into "T1" status until the payout is processed.
        - Involuntary termination leave payouts must be paid within 3 working days following the dismissal. To ensure this is done, follow the instructions for Manual Payments (Handwrite) Processing.
        - For employees who have resigned, all hours worked and leave balances must be paid on the next regular Pay Period Payday.

- For Retirement Processing, it is critical to ensure that Employees who are retiring from State Service are paid for their unused leave and that his/her retirement deduction contribution is calculated accurately.
  - The employee should be in “R1 – RETIREE PENDING” status (Agency HR processes this action).
  - Agency Payroll is responsible for verifying the Employee Hire Date for any employee covered by ASRS (Arizona State Retirement System).
    - If the employee was hired prior to 01/01/84, the employee has the option of having retirement deducted from the leave pay out. The applicable Leave Payout Pay code will be used.
    - If the employee was hired on or after 01/01/84, the applicable Leave Payout Pay code will be used.
    - Refer to the Pay code Job Aid for additional assistance.
    - On all leave payouts, ASRS LTD should not be deducted. If an adjustment is needed, refer to the GAO 73A form procedure.
    - There is no special rule for Employees in the PSPRS (Public Safety Personnel Retirement System) or CORP (Correctional Office Retirement Plan). Retirement is not deducted from leave payouts. The applicable Leave Payout Pay code, without retirement, will be used.

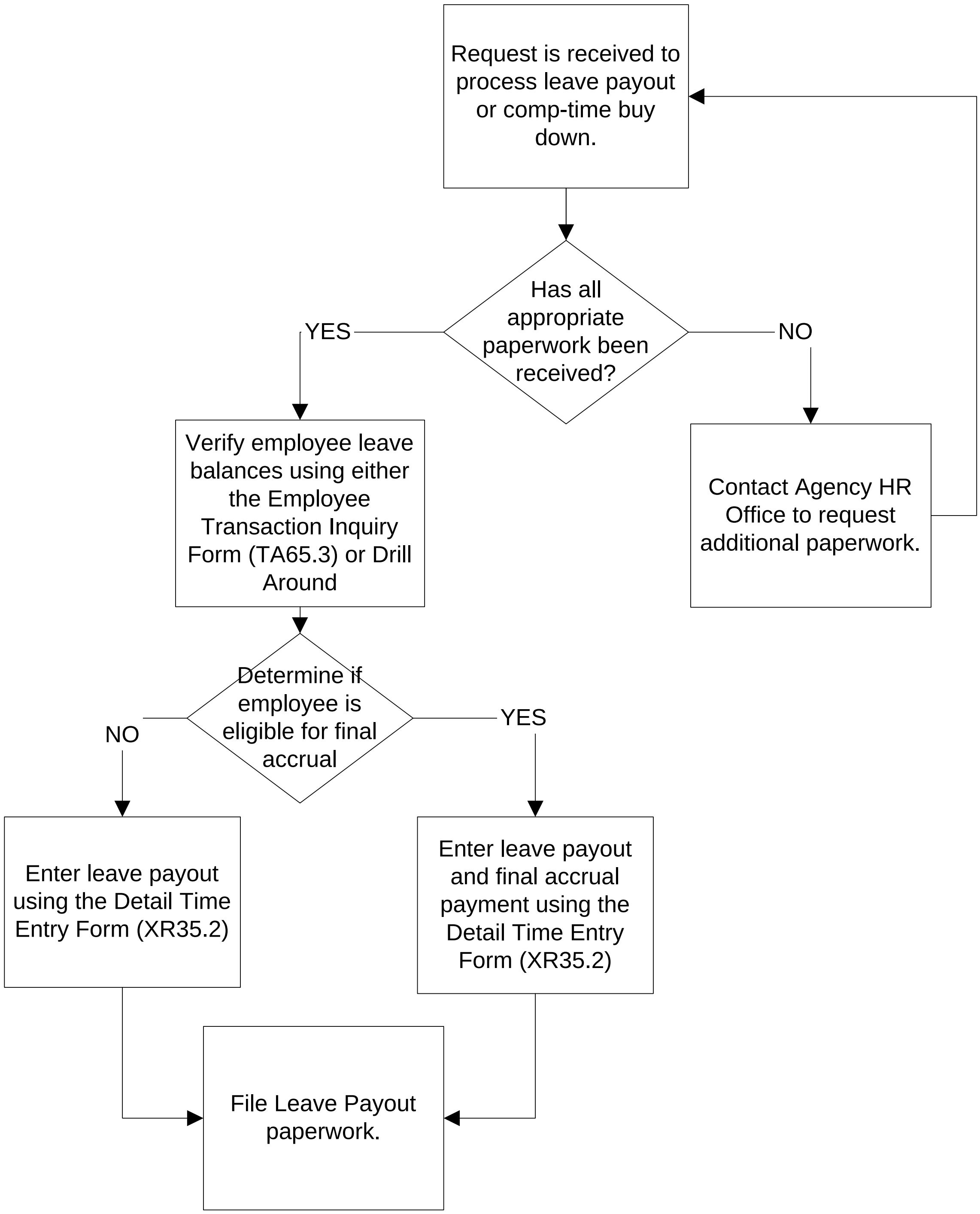
- For Deceased employees, upon notification of a deceased employee, all payments to the employee must be stopped until the applicable Affidavit is received. This includes: current wages, as well as unused leave balance payoffs, and final accrual, if applicable. All final payments for deceased employees are to be processed through the manual payment process.
- The Affidavit of Death Collection of Personal Property (GAO-36A or GAO-36B) or Affidavit of Personal Representative of Estate (GAO-36C) are to be used. Refer to the instructions for the manual payment process.
- The Agency HR Office must process a status change personnel action to put the person in the “U1 – DECEASED PENDING” status.
- Refer to the Payroll Separation Procedures for additional information.
- Comp-Time Buy Downs must be approved (per your Agency’s guidelines) and are used to reduce applicable Employee’s Comp-Time Balances. Comp-Time Buy Downs must be processed using the applicable pay code.

***Leave Payout Requirements, Before Entry Into HRIS***

| Leave Payout Action | Requirements before entry into HRIS |
|---|---|
| Voluntary/Involuntary Terminations Processing | • For involuntary terminations, see Agency Payroll Initiator – Manual Payment Lesson.<br>• For a Voluntary termination – verify the following:<br>o The employee has been in Pay status the required hours to receive his/her final accrual.<br>o All required documentation has been received to perform the Leave Accrual Payout, and |

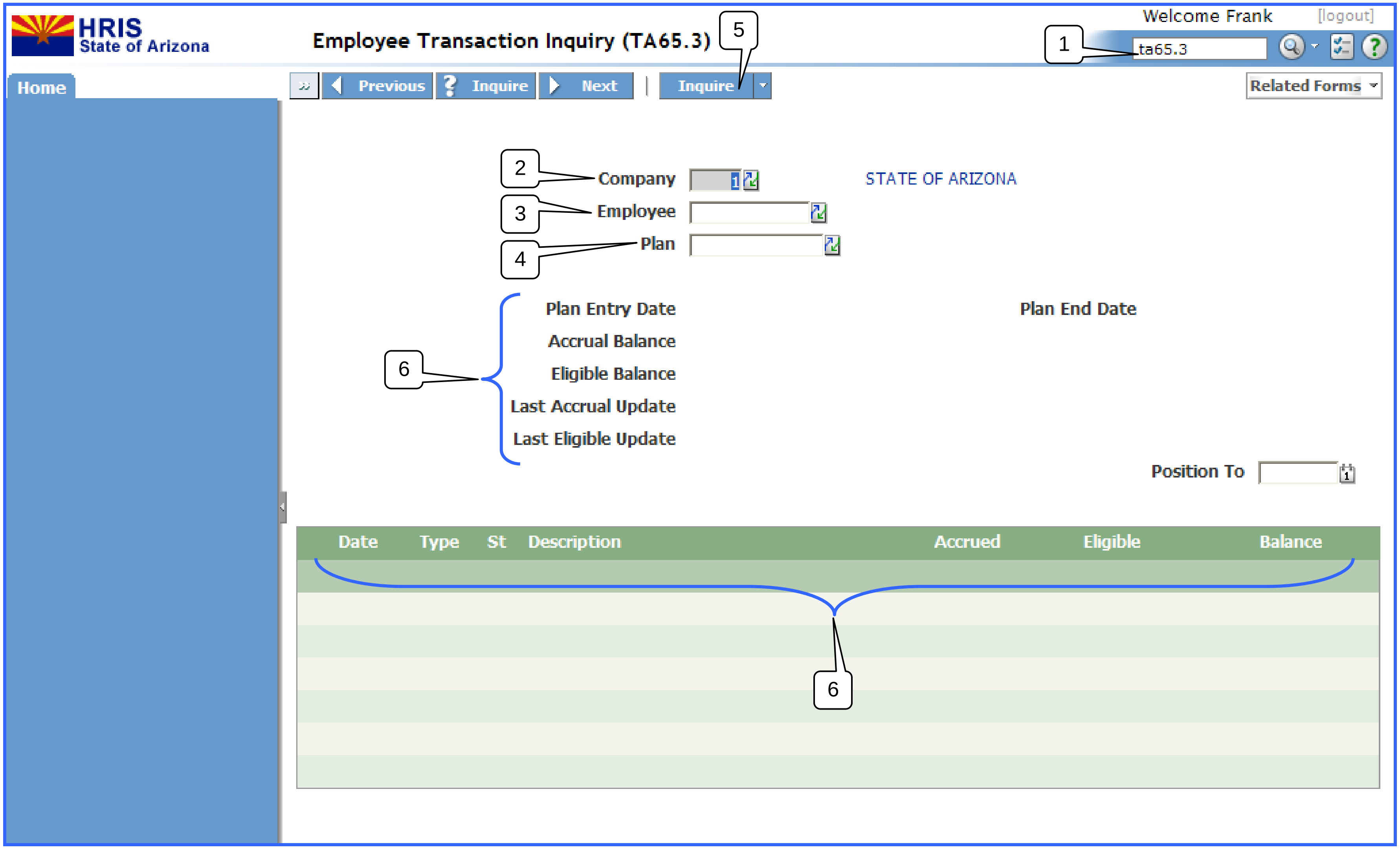
| | |
|---|---|
| | o The Employee is in “T1 – TERMINATION PENDING” status. |
| Retirement Processing | • The employee is in “R1 – RETIREE PENDING” status, and<br>• The employee’s hire date is verified to determine what pay code is used in the retirement payout – FOR ASRS ONLY. |
| Deceased Processing | • The appropriate affidavit and if applicable, the additional back up has been received, and<br>• The employee is in “U1 – DECEASED PENDING” status. |
| Comp-Time Buy Downs Processing | • Verify that the appropriate approvals have been received.<br>• Verify the Employee has the Comp hours being requested. |

## Leave Payout Process



# Lookup Employee Leave Balance

***Employee Transaction Inquiry Form (TA65.3)***



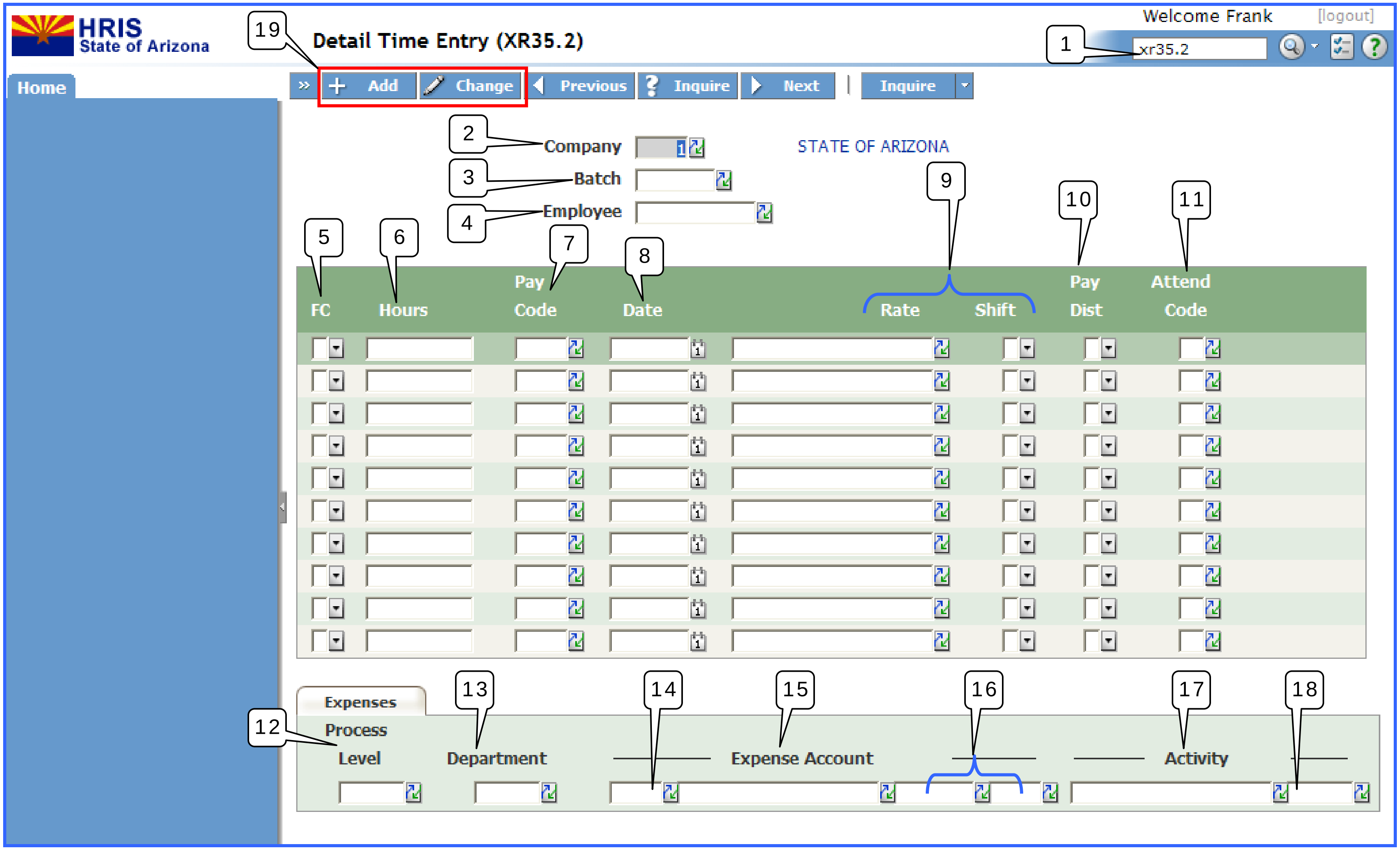
| | HRIS Field | R/O | Step/Action | Expected Results | Notes/ Additional Information |
|---|---|---|---|---|---|
| 1 | White Search Box | R | Type TA65.3 in the White Search Box. Press *Enter* on the keyboard | The Employee Transaction Inquiry Form (TA65.3) opens. | |
| 2 | **Company** Field | R | Type 1 in Company field. | System will access information for Company 1. | All forms/actions must contain a 1 in the Company Field. |
| 3 | **Employee** Field | R | Type the Employee's EIN. | System will bring up needed information. | You must enter the correct EIN. |
| 4 | **Plan** Field | R | Type or select from the drop down menu the leave plan to view. | | |
| 5 | **Inquire** Button | R | Click Inquire | You should get message "Inquiry Complete" or "more records exist – use Page Down" in the lower left corner. | Click the Page Down button on the keyboard to view more records. Page Down to the bottom where you will receive "Inquiry Complete" message. The information on this form is displayed in ascending order.<br><br>**Notes**<br>• **The Position To field can be used to quickly advance to a different date. Type in the applicable date and click PageDown.**<br><br>Manually document the balance that appears for the Employees leave plan. |
| 6 | **Plan Entry Date** Field<br>**Accrual Balance** Field<br>**Eligible Balance** Field<br>**Last Accrual Update** Field<br>**Last Eligible Update** Field<br>**Plan End Date** Field | N/A | The results of the inquiry will be displayed.<br><br>**Critical fields to view are**:<br>• **Plan End Date** – if a date is showing, then the plan is ended and you will need to contact GAO Central Payroll in order to complete your transaction.<br>• **Eligible Balance** - provides the balance of the plan. | If necessary, repeat these steps to lookup the balances of the additional plans the employee will receive in the leave payout. | • **Date, Type, St, Description, Eligible, and Balance** - displays all transactions (including adjustments) processed in the current year for the specified time accrual plan.<br>• **Type** - displays the type of transaction that was processed.<br>o LE – Lost eligible. Hours lost because max hours reached.<br>o ME – Manual Eligible (balance was adjusted)<br>o TE – Transfer Eligible |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/<br>Additional Information |
|---|---|---|---|---|---|
| | **Date** Field<br>**Type** Field<br>**ST** Field<br>**Description** Field<br>**Accrued** Field<br>**Eligible** Field<br>**Balance** Field | | Manually document this amount; it will be needed in the leave payout.<br>• **Last Accrual Update** – provides the date the employee last received an accrual. Use this date to determine if the final accrual is included in the employee's balance.<br>• **Type, Eligible** – to determine what the final accrual amount will be; look for and 'X' transaction and document the amount that appears under Eligible for that row. This is the employee's accrual rate. | | o U = Used<br>o X – Both. Accrual and eligible hours<br>• **St** - displays the status of the transaction that was processed. P = processed, C = closed.<br>• **Description** - displays the transaction type description.<br>• **Eligible** - displays the eligible hours associated with the transaction.<br>• **Balance** - displays the balance for the transaction line.<br>**Notes**<br>• Once entered, the leave payout will appear on this form for the specified date in Status 'O'. As long as an payout is in status 'O' it can be deleted. |

**After all applicable leave plan balances have been documented; you will enter the leave balance payout following the steps outlined in the Enter Leave Payout section.**

# Enter Leave Payout

***Detail Time Entry Form (XR35.2)***



**After looking up all the leave plans on the Employee Transaction Inquiry (TA65.3) Form, follow the steps outlined below to enter the leave payout transaction. Since leave payouts are processed in the current pay period, the Employee's leave balances will be decreased by these transactions.**

| | **HRIS Field** | **R / O** | **Step/Action** | **Expected Results** | **Notes/ Additional Information** |
|---|---|---|---|---|---|
| 1 | White Search Box | R | Type XR35.2 in the White Search Box. Press *Enter* on the keyboard | The Detail Time Entry (XR35.2) will open. | |
| 2 | **Company** field | R | Type 1 in Company field. | System will access information for Company 1. | All forms/actions must contain a 1 in the Company Field. |
| 3 | **Batch** Field | R | Skip the Batch Field (No Entry is Required). Batch number will be assigned when the changes are added to HRIS. | | Batch numbers will only be entered if making changes to an existing adjustment batch. |
| 4 | **Employee** field | R | Type the Employee's EIN. | System will bring up needed information. | You must enter the correct EIN. |
| 5 | **FC** field | R | Type '**A**' or select '**Add**' from the drop down menu to add a new leave payout time record.<br><br>Type '**C**' or select '**Change**' from the drop down menu to change an existing leave payout time record.<br><br>Type '**D**' or select '**Delete**' from the drop down menu to remove a leave payout time record. | | |
| 6 | **Hours** field | R | Type the number of hours to be paid out.<br><br>All hours can be paid out in a single transaction row. | | Note: A separate pay code and time record row will be required for each accrual payout (if applicable). |
| 7 | **Pay Code** field | R | Type or select from the drop down the pay code number for the leave payout. | | If unsure of the proper pay code, refer to the Pay Code Job Aid. |
| 8 | **Date** field | R | Type the date of the payout. | | Date will be the current pay period end date of entry into HRIS. |
| 9 | **Rate** field<br>**Shift** field | O | HRIS will populate these fields with applicable data after clicking Add or Change.<br><br>No entry in these fields is required. | | Field will default to the Employee's Rate and Shift on the HR11. |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|---|---|---|---|---|---|
| 10 | **Payroll Distribution** Field | R | Type 'Y' or 'N' for whether or not the labor distribution on this time record should be overridden. | | If a Payroll distribution record exists on the XR23.3 for the employee's position, then the field should be a 'Y'.<br><br>To override what is on that record and enter a distribution on the XR35.2, then type 'N' in the field. |
| 11 | **Attendance Code** Field | O | Skip the Attendance Code Field, attendance codes are not used in Leave Payouts. | | Attendance Codes are used for tracking FMLA, Family Sick, etc. |
| 12 | **Process Level** Field | R | DO NOT ENTER A PROCESS LEVEL.<br><br>The applicable value will default into this field. | | |
| 13 | **Department** Field | R | DO NOT ENTER A DEPARTMENT.<br><br>The applicable value will default into this field. | | Process Level and Department fields are view only. These fields cannot be changed. |
| 14 | **Expense Account – Box 1** Field | R | Type or select from the drop down menu the Distribution Company.<br><br>If you do not enter this information it will default. | | Box 1 - Distribution Company - GL Company. Field is required.<br><br>This information should only be entered if you are changing the expense account for the leave payout. |
| 15 | **Expense Account – Box 2** Field | R | Type or select from the drop down menu the Accounting Unit.<br><br>If you do not enter this information it will default. | | Box 2 – Accounting Unit – field is tied to the GL Company, combination must be applicable or an error message will be received. Field is required.<br><br>This information should only be entered if you are changing the expense account for the leave payout. |
| 16 | **Expense Account – Box 3 & 4** Fields | R | DO NOT ENTER AN ACCOUNT or SUB ACCOUNT NUMBER. | | Box 3 & 4 – Account and SubAccount – fields are not being used. |

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|---|---|---|---|---|---|
| 17 | **Activity – Box 1** Field | R | Type or select from the drop down menu the Activity number.<br><br>If you do not enter this information it will default. | | Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.<br><br>This information should only be entered if you are changing the expense account for the leave payout. |
| 18 | **Activity – Box 2** Field | O | Type or select from the drop down menu the Account Category.<br><br>If you do not enter this information it will default. | | Box 2 – Account Category – If an Activity is entered then the Account Category field becomes required.  For agencies that do not have an Account Category, use the default 'ZZZZZ'.<br><br>If Acct Unit AFund Attribute is filled in, it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company".<br>• If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company.<br>• If Accounting Unit AFund is blank, then an Activity Code must be provided.<br><br>This information should only be entered if you are changing the expense account for the leave payout. |

The first row of the leave payout has now been entered.  If additional leave payouts need to be added repeat step 5 (Page 11) through step 18 (Page 13) for those remaining plans (additional rows may be necessary if the employee is eligible for a final accrual).

If you have input information into all available rows on the Time Records page, and you have additional rows to input follow these steps:

- Click Change – the displayed rows are now saved into HRIS
- Click in the FC column on the first row
- Repeat step 5 (Page 11) through step 18 (Page 13) for those remaining rows.  Delete the amount in the Rate field and ensure the information in the Shift, Pay Dist and Attend Code fields is applicable to the new entry.

Be advised, typing over existing data does not delete the information.  This information was saved when you clicked Change.

| | HRIS Field | R / O | Step/Action | Expected Results | Notes/ Additional Information |
|---|---|---|---|---|---|
| 19 | **Add/Change** Button | R | Click the ‘Add’ button if a batch number does not exist for this adjustment time record.<br><br>Click the ‘Change’ button if the time record already exists, and changes were made. | See message ‘Add Complete – Continue’ in lower left corner after clicking ‘Add’.<br><br>See message ‘Change – Complete Continue’ in lower left corner after clicking ‘Change’. | |

**The leave payout will be processed with the next regular payroll cycle. If the leave payout is a result of an involuntary termination or death of an employee, this batch must be deleted and the leave paid out using a Manual Payment.**